

**REQUEST FOR PROPOSAL (RFP)
FOR
THE LEASE AND OPERATION OF
THE DOWNTOWN PARKING FACILITIES
THE CITY OF CASPER
CASPER, WYOMING 82601**

The City of Casper, Wyoming, is seeking Proposals from individuals or groups to lease and operate the Downtown Parking Structure at 230 S. Wolcott and the parking lot at 106 N. Center Street, for the period from July 1, 2015 to June 30, 2017. The Proposal should be designed to provide the City with a clear understanding of the individuals', or groups', qualifications to operate the facilities. Please respond to the Request for Proposal with the intent of portraying to the selection committee that you are the most qualified, and willing and able to successfully operate the parking facilities. Individuals or groups responding will be evaluated and a short list developed for formal interviews to be conducted at a later date. Five copies of the written Proposals shall be submitted to John C. Patterson, City Manager, 200 N. David Street, Casper, WY by 4:00 p.m. (MST) on or before, Friday, May 22, 2015, in a sealed envelope with the notation, "Parking Facility Proposal" written on the envelope.

I. General Criteria for Evaluating Qualification Statements.

Experience: The experience of the principal parties should be documented, in particular, any experience in parking facility operations similar to that proposed by the City of Casper. This experience will be examined on the basis of the following:

- Detailed proposed program plan for the use of the parking facilities.
- Understanding that this is a turnkey operation, and that the Operator/Lessee will be responsible for all expenses, except for major facility repairs.
- Management and financial expertise, both programmatic and facility, of the Operator/Lessee in public parking management and public restroom oversight.
- Proposed budget for facility operations.

Special Qualifications: The qualification statement shall identify any specific qualifications which might make the respondents uniquely qualified to provide the requested services. These may include similar work experience related to another community of similar size. References from major customers are strongly encouraged.

II. Introduction and Background

The City of Casper is seeking Proposals for leasing the public parking facilities owned by the City to the individual or group which is most qualified and able to operate the facilities for the purpose of providing quality public parking opportunities to accommodate merchants, employees, shoppers and visitors to downtown Casper. A secondary objective is for the facilities to be revenue generating enterprises for both the Operator/Lessee and the City.

III. Properties

The two properties to be leased by the City are:

The five (5) story, 150,000 square foot parking structure with 438 parking spaces located a 230 S. Wolcott; Lots 13-16, 23-27, Block 3, Casper Addition.

The 0.58 acre, 53 space parking lot at 106 N. Center Street; Lots 16-18, Block 8, Casper Addition.

IV. Materials/Information to be provided by the City of Casper

The parking structure on South Wolcott was constructed in 1980. It is currently valued at \$2,000,000 by the Natrona County Assessor. The City has spent in excess of \$800,000 on repair/replacement work on the elevator systems, joints and concrete repair, interior repainting, lighting replacement, fencing and security systems over the life of the structure. Principal expenses to the operation include, minor repair and upkeep, insurance, utilities, cleaning, snow removal and staffing.

The parking lot on North Center Street is 25,265 square feet in area and valued at \$138,600 by the County Assessor. The City has provided asphalt patching and crack sealing, the painting of parking stalls, wheel stops, maintenance of trees/shrubs and the irrigation system, overhead lighting, and stall number signs.

The City will make available all physical fixed assets currently on the premises that have been paid for and installed by the City of Casper, specifically the signage, ticketing equipment, and office facilities/equipment. Further, the City will make available the 4-wheeler and sweeper used to clean the facility, move snow, and provide security.

All remaining site improvements that have been installed by the past operator shall remain with the facility. Materials and supplies acquired, and paid for, by past operators may be removed by the operator or offered to the City.

V. Public Restrooms

The City of Casper received a Community Enhancement Grant from the Wyoming Business Council (WBC) for the construction of a public restroom on the ground floor and Center Street side of the parking structure. The project was completed, and the restrooms opened, in the fall of 2014. The City of Casper has operated and maintained the public restroom since that time but desires to incorporate that responsibility into this RFP. The Operator/Lessee will be responsible for the public restroom maintenance responsibilities. The hours of operation of the public restroom will be negotiated in the lease agreement.

VI. Operation Plan

The interested groups or individuals shall submit a proposed parking facilities operation plan that will address the following:

1. Maintenance to be provided
2. The plan to meet the obligations for addressing repairs and improvements
3. Hours of operation
4. Staffing
5. Marketing and promotion
6. Methods that will be used to address user concerns and complaints
7. Utilities
8. Snow removal
9. Rules and regulations pertaining to the use of the parking facilities
10. Insurance
11. The use and maintenance of the 4-wheeler and sweeper
12. A proposed fee schedule and method of collection
13. An annual resource plan to include proposed resource investments and forecasts
14. Operation and maintenance plan for public restrooms

VII. Subcontractors

The Operator/Lessee shall be responsible to retain and pay for the services of any subcontractor necessary to operate the parking facilities. The City and the Operator/Lessee must approve the use of any subcontractor which the Operator/Lessee desires to retain prior to the retention by the Operator/Lessee.

VIII. Recommendations on Improvements

The group or individual submitting the Proposal may make specific recommendations for physical and operational improvements to the parking facilities essential to the success of the operation as proposed. The City will take the recommendations into consideration when selecting the Operator/Lessee.

IX. Financial Plan

The Proposal shall include a plan for the collection of fees and a payment schedule to the City. The Proposal shall address:

1. Projected revenues to be generated. The City will consider a profit sharing plan set-up on a sliding scale depending on the level of use. A payment system shall be provided.
2. Projected expenses

The Operator/Lessee shall be required to submit a monthly financial report on the operation of the parking facilities to the City Manager.

X. Lease Fees

The lease payment for the facility shall be based on a share of the revenue generated by the Operator/Lessee and shall be not less than Four Thousand Dollars (\$4,000.00) per annum. Payment shall be made to the City prior to the 15th day of each and every month during the contract period.

XI. Submission of Support Material

The Proposal should respond to all information requested in the RFP. All costs associated with preparation, submittal of Proposals and interviews shall be borne by the individual or group making the submittal. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the Proposal.

XII. Criteria for Selection

All Proposals received shall be subject to evaluation by a Selection Committee comprised of City staff. The evaluation shall be made for the express purpose of selecting the Proposal that most clearly meets the RFP requirements. The following areas will be considered in the selection:

1. Understanding of the RFP: Refers to the understanding of the City of Casper's needs, objectives of the RFP, and the nature and scope of the operation.
2. Qualifications: This includes the ability to meet the needs of the RFP.
3. Soundness of Approach: Emphasis shall be placed on stated techniques for operating the facility with realistic financial goals, and the maintenance, upkeep and improvements to the facility.

4. Cooperative Process: This refers to the understanding, expression, and historical experience that demonstrates sensitivity to the need for developing a spirit of cooperation between the user group, the public and the operator.
5. Commitment: Consideration will be given to the Proposal that represents a commitment to making the parking facilities contribute to the overall success, health and vitality of the downtown core of the City of Casper.

XIII. Interviews

City staff will review all Proposals and select a maximum of five candidates for interviews by the selection committee. Upon completion of the interviews, one group or individual will be selected. After a firm is selected, contract negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached or the shortlist of the candidates is exhausted.

Final selection will be made by the City Council through the execution of a lease agreement.

XIV. Contract Award

The City of Casper reserves the right to accept, reject, or request changes in any Proposal. The City of Casper will work closely with the selected Operator/Lessee to develop or refine a detailed scope of work outlining the responsibilities of the Operator/Lessee and the City.

XV. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all persons who have received this Request for Proposal. Answers to any questions submitted will be provided to all proposers.

XVI. Late Proposals

Late Proposals will not be accepted. It is the responsibility of the interested parties to ensure that the Proposal arrives on, or prior to, 4:00 p.m. (MST), Friday, May 22, 2015, in a sealed envelope with the notation, "Parking Facility Proposal" written on the envelope.

XVII. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned at the City's option. Responses may be

reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a respondent does not eliminate this right.

XVIII. Acceptance of Proposal Content

The contents of the Proposal of the successful respondent may become contractual obligations, if the City of Casper wishes to execute a contract based on the submitted Proposal. Failure of the successful respondent to accept these obligations in a contract may result in cancellation of the award.

XIV. Reference Checks

The City of Casper reserves the right to contact any reference, or any persons or organizations listed in the documents for information which may be helpful to the City in evaluating the respondent's previous performance.